Creating a new case to submit a Proposed Appointment of Special Process Server

1. Log into the Filer's Interface.



2. Click on New Case.



3. Click on the correct court.



4. From the Court page, click the correct court division.



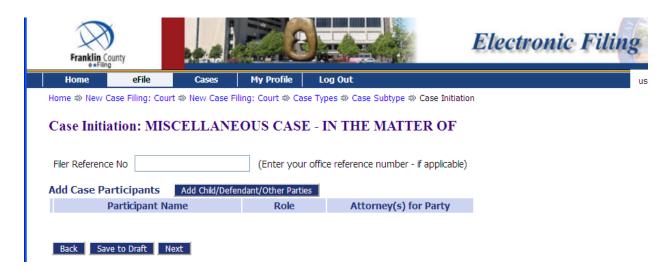
5. From the Case Types page, choose the **Miscellaneous Juvenile** case type.



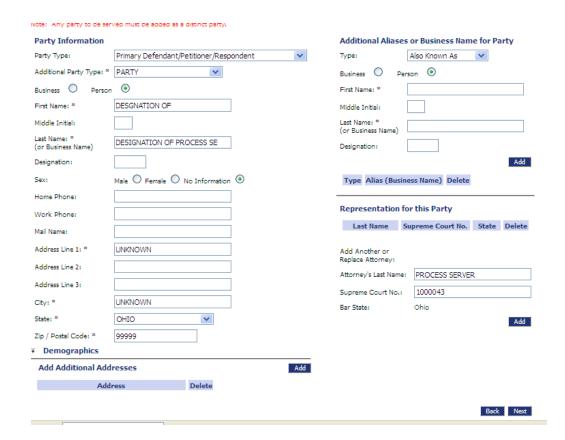
6. From the Case subtype page, choose the **Miscellaneous Case –In the Matter of** case subtype.



7. Click on Add Child/Defendant/Other Parties.



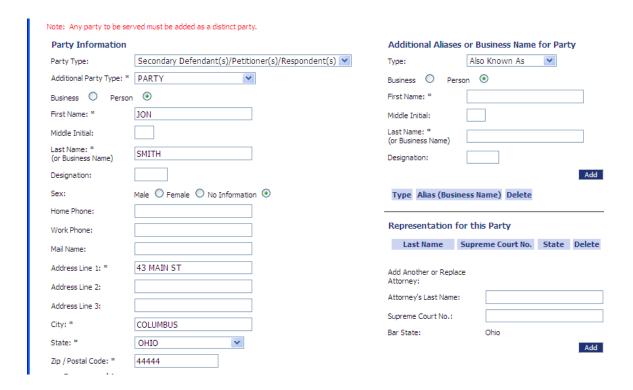
- 8. Add the your Party Information. The required fields have asterisks by them.
 - a. The Primary Defendant/Petitioner/Respondent should have an Additional Party Type of **Party.**
 - b. Check the Business radio button.
 - c. In the Last Name field type DESIGNATION OF PERSON TO SERVE.
 - d. In the address fields, enter Unknown.
 - **e.** In the REPRESENTATION FOR THIS PARTY section, enter **PROCESS SERVER** in the Attorney's Last Name field, and **1000043** in the Supreme Court No. Field **and click on ADD.**
 - f. Click on Next.



9. Click on Add Child/Defendant/Other Parties.

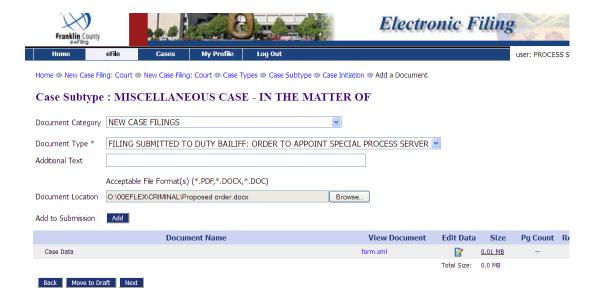


- 1. Add your Party Information. The required fields have asterisks by them.
 - a. The Secondary Defendant/Petitioner/Respondent should have an Additional Party Type of **Party**.
 - b. Enter in the Process Server's name & address.
 - c. Click on Next.
- 2. After entering the parties, click on Next.



- 3. You will be returned to the Case Initiation Page. Click on **Next**.
- 4. From the Add a Document page, choose the New Case Filings **Document Category** and choose *FILING SUBMITTED TO DUTY BAILIFF: ORDER TO APPOINT SPECIAL PROCESS SERVER* from the **Document Type** dropdown. Browse for your document, and click on **Add**.

Note: eFlex will not allow a Proposed Order to be submitted alone. Another document (Motion: Designation of Process Server) must be uploaded as well.



5. From the Add a Document page, choose the New Case Filings **Document Category** and choose *Motion: Designation of Process Server* from the **Document Type** dropdown.

Browse for your pdf document, and click on **Add**. Click on **Next**.



6. From the next screen, click by your name the filing is for. Click Next.



7. You will be returned to the Add a Document screen. If you are ready to submit your filing, click on **Next**.

- **8.** From the **Review and Approve** page, you may verify that you've uploaded the correct documents, delete or add more documents, edit the information you've entered and/or send a note to the clerk or court along with your filing. Once you have confirmed that you are ready to submit your filing, click on **Submit the Filing.**
- 9. Click on OK.



10. Your filing is complete. From the **Your Filing has been submitted** page, you may click on **Filing Status** to view the status of your submission.

